



Aquatics Manager

Announcement # JB-11-022

Salary: \$14.53-16.00 per hour Series/Grade: NF-0189-03

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: Bolling Pool, JB Anacostia-Bolling

OPENED: 1 February 2011
CLOSES: 22 February 2011

AREA OF CONSIDERATION: ALL SOURCES

Flexible (0-40 hours) No Benefits Offered

Submit required forms OF-612 AND OF-306 (forms available for download on

<http://cnic.navy.mil/NDW/About/Jobs/> To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to: (202) 404-7077

IMPORTANT: MUST SUBMIT CURRENT ACTIVE WATER SAFETY INSTRUCTOR CERTIFICATION WITH YOUR APPLICATION. FAILURE TO DO SO WILL PREVENT YOUR APPLICATION FROM BEING CONSIDERED.

DUTIES AND RESPONSIBILITIES:

Responsible for the day to operations of an outdoor pool.. The incumbent will ensure that the personnel assigned to the pool perform their duties in compliance with regulations and instructions outlined in applicable manuals; responsible for conducting in progress work reviews of personnel and required records. Reviews and submits, in timely manner; work schedules and leave slips to the supervisory recreation specialist for approval. Responsible for and initiating rescue and recovery efforts, contacting medical personnel and performing first aid services when necessary. Ensures that all lifeguards and instructors attend continuous training programs and that all can execute emergency action plans. Responsible for ensuring that all maintenance work required for seasonal facility upkeep, water chemical testing, pool vacuuming, filtration, facilities equipment inspection including stands, boards, ropes, safety gear and conditions of dressing rooms, ensuring that they are within the scope required by environmental health standards. The incumbent is responsible for the save and efficient operation of the aquatics facilities. Ensures that all rules and regulations pertaining to the pool are posted and observed as outlined in applicable regulations. Administer written and practical water safety tests to ensure the qualifications of lifeguards and instructors assigned to the swimming pool. Will be technically and administratively responsible for all levels of youth and adult water safety instructional programs. Supervises the lifeguards, instructors and cashier personnel that may be assigned to the aquatics program. Will monitor the handling of funds through ticket sales and insure that daily activity reports (DARS) are properly submitted. Explains work procedures and work schedules. Ensures proper work performance levels are met in both quality and quantity. Will evaluate job performance and submit completed job performance evaluations to the supervisory recreation specialist for approval.

QUALIFICATIONS:

A minimum of two years experience in recreational activities preferably at a supervisory level in water sports, pools and related aquatic activities. A current CPR and First Aid, and American Red Cross certification of Water Safety Instruction is required. Knowledge of pool water chemistry. Must be able to enforce the safety requirements as it relates to each activity and the ability to enforce such requirements as warranted. Incumbent must demonstrate an ability to speak effectively about the program. Must be able to obtain access to base computer system, if applicable. This position is subject to completion of a satisfactory background check.

Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.